

The Grand Lodge of Alberta

Ancient, Free and Accepted Masons

STANDARD CODE OF BY-LAWS

**FOR THE
GOVERNMENT OF LODGES
UNDER DISPENSATION
AND FOR ALL OTHERS
THAT HAVE NOT ADOPTED
BY-LAWS**

Authorized by Grand Lodge

1919

Grand Lodge of Alberta

A. F. & A. M.

I, S. Y. TAYLOR, Grand Secretary of the Grand Lodge of Alberta, Ancient, Free and Accepted Masons, do hereby certify that the following is a true copy of the standard code of by-laws adopted at the Annual Communication of that body held in the city of Calgary on the eleventh and twelfth of June, A. L. 5919, A. D. 1919.

IN TESTIMONY WHEREOF, I have hereunto appended my official seal and signature, and affixed the seal of the Grand Lodge at the city of Calgary, this thirteenth day of June, A.L. 5919, A. D. 1919.

S. Y. Taylor.

Grand Secretary.



STANDARD Code of By-Laws



ARTICLE I.

THE LODGE, ITS NAME, WARRANT AND MEETINGS

The Name of the Lodge

1. This Lodge shall be known by the name
of.....
No.....Ancient, Free
and Accepted Masons.

***The Warrant of the Lodge**

2. The warrant of this Lodge is a Charter
granted on the.....
.....day of.....
.....A. D., 19.....
A. L., 59.....by the M. W.
Grand Lodge of Alberta, to whose Constitu-
tional rules and edicts the most implicit respect
and obedience will ever be paid by its members.

*Lodges under Dispensation will adopt the following in-
stead.

The Warrant of this Lodge is a dispensation granted on
the.....day of.....
A.D., 19....., A.L. 59....., by the M. W. Grand
Master of the Grand Lodge of Alberta, to whose will and
pleasure the most implicit respect and obedience will ever be
paid by its members.

The Meetings of the Lodge

3. The regular meetings of this Lodge shall be held on the.....in each month, at.....o'clock p.m.

4. The order of business at every regular meeting shall be as follows, subject, however, to be changed at any time by the W. M. or temporarily dispensed with at the discretion of the Lodge:

- (1) Reading minutes of last regular and all intervening meetings.
- (2) Reports of Committees.
- (3) Balloting.
- (4) Reception of Petitions.
- (5) Accounts and Communications.
- (6) Unfinished Business.
- (7) New Business.
- (8) Conferring Degrees.

5. No new business shall be entered upon after 11 o'clock p.m. All business of this Lodge must originate at regular meetings. All balloting on petitions for initiation or membership, and all appropriations of the funds of the Lodge, must be done at regular meetings, except as provided in the Constitution.

6. No regular meeting can be called beyond the day and night in which it was opened, and the Lodge must be regularly closed before the brethren disperse.

7. Degrees may be conferred at emergent meetings, provided that the candidates have been duly elected at regular meetings, or in case of emergency as provided by the Constitution.

8. Emergent meetings may be held at any time at the discretion of the Worshipful Master, by giving due notice to the members, for such purposes as may be specified in the notice and are not incompatible with the laws and usages of Masonry. All meetings of this Lodge shall be held in the town of

unless for funeral or festival purposes.

9. The festival meetings for the purpose of social pleasure may be held on each anniversary of the Saints John (St. John the Baptist, June 24th; and St. John the Evangelist, December 27th), or on the day after, should the date fall on a Sunday, at such hour as shall have been previously designated by vote of the Lodge or as ordered by the W. M.

10. No meetings of this Lodge, either regular or emergent, can be held unless the Charter be present when the Lodge is opened.

ARTICLE II.

Officers

11. The officers of this Lodge shall consist of:—

- (1) The Worshipful Master.
- (2) The Senior Warden.
- (3) The Junior Warden.
- (4) The Treasurer.
- (5) The Secretary.
- (6) The Chaplain.
- (7) Registrar.
- (8) The Senior Deacon.
- (9) The Junior Deacon.
- (10) The Director of Ceremonies.

- (11) The Senior Steward.
- (12) The Junior Steward.
- (13) The Organist.
- (14) The Inner Guard.
- (15) The Tyler.

Election of Officers

12. The election of officers shall be held at the regular meeting of the Lodge preceding the Festival of St. John the.....

13. The elective officers shall be a Worshipful Master, Senior Warden, Junior Warden, Treasurer, Secretary, and, by open vote, a Tyler. A majority of the whole number of votes cast shall be necessary to a choice.

14. At the regular meeting immediately preceding the Festival of St. John the.....and after the regular business of the Lodge, except work, is transacted, the Worshipful Master shall order the Lodge to prepare for the election of officers.

15. The Secretary shall then call over the roll of all the members of the Lodge (Master Masons) entitled to vote, beginning with the Worshipful Master, and continuing in alphabetical order, and as each brother's name is mentioned he shall approach the box and deposit a written ballot.

16. When all the votes are collected they shall be delivered to the scrutineers appointed by the Worshipful Master, who shall, after they have carefully ascertained the state of the vote, report to the Worshipful Master, who shall then proclaim the officer elected.

17. The Worshipful Master shall after his installation appoint the Chaplain, Registrar, Senior and Junior Deacons, Director of Ceremonies, Organist, Stewards, and if necessary an Inner Guard, who shall then be installed.

18. No person not a member of the Lodge shall be eligible for election or appointment to any office therein, except that of Organist or Tyler.

19. No member present and entitled to vote shall be excused from that duty, save by permission of the Worshipful Master, granted for good and sufficient reasons presented.

Installation of Officers

20. The installation of officers of the Lodge shall be held on the Festival of St. John the(and if the Festival shall occur on Sunday, then on the following day), at such hour as the Worshipful Master shall appoint, of which the members shall be notified.

21. The elective officers must be installed in person; any appointed officer not being present may be installed by proxy. An officer re-elected to the office in which he has just served one or more terms, need not be re-installed therein.

22. Each officer duly elected or appointed and installed shall hold office until his successor is duly elected or appointed and installed.

Duties of Officers

23. The Worshipful Master: In addition to those duties prescribed by the Constitution

of the Grand Lodge, also those which appertain to every individual Mason, as well as those which are purely traditional and therefore unwritten, the duties of the Worshipful Master are: To preserve the Charter of the Lodge with unfailing care, and to deliver it to his successor in office. To claim of the other officers at any time advice and assistance on any business relative to the craft. To represent the Lodge, in conjunction with the Senior and Junior Wardens, at all the communications of the M. W. Grand Lodge of Alberta. To sign all orders upon the Treasurer, but not without the consent of the Lodge. To appoint all committees except as otherwise provided. To see that all unmasonic conduct that comes to his knowledge be faithfully dealt with according to the Constitution of the Grand Lodge and the by-laws of the Lodge. To preside at the burial service of deceased Master Masons. To fill vacancies by pro tem. appointments. To convene the Lodge by emergent meetings whenever there shall appear to him good reasons therefor, seven clear days' notice to be given to the members, except in case of funeral emergents. To see that his successor in office is properly installed. To see that worthy visitors from other Lodges have courteous attention and welcome to the Lodge. To give, in addition to his proper vote, the casting vote at any time in case of a tie. To decide all questions of order, subject to an appeal to the Grand Lodge.

24. The Senior and Junior Wardens: The Wardens shall assist the Worshipful Master in the discharge of his duties, and in his absence the Senior Warden or in his absence the Junior

Warden shall rule the Lodge, but not confer degrees. The Wardens may invite a Past Master to officiate as Master. It shall also be the duty of the Junior Warden to take cognizance of all complaints made by brethren of unmasonic conduct and irregularity in members, and bring the same before the Lodge if in his opinion necessary. Provided this shall not be a bar to any Brother bringing his complaint directly before the Lodge on the neglect or refusal of the Junior Warden.

25. The Treasurer: The Treasurer shall have in charge the funds of the Lodge and shall deposit the same in a chartered bank (to be designated by the Lodge) to the credit of the Lodge, and shall discharge all orders which have been duly signed by the Worshipful Master and the Secretary, by cheque countersigned by the Worshipful Master. He shall keep regular and accurate accounts of all monies received and paid by him on account of the Lodge, so as to exhibit the amount of cash in his possession, which accounts shall be produced at any meeting of the Lodge for inspection, at the request of the W. M. or the Lodge. He shall make an annual report in detail to the Lodge at the regular meeting succeeding the Festival of St. John the.....
.....or oftener if required by the Worshipful Master or the Lodge and shall immediately transfer the balance in favor of the Lodge, and all books in his possession to his successor in office upon his successor's installation. He shall deliver up all books, papers and funds when directed to do so by the Worshipful Master or the Lodge.

26. The Secretary: In addition to those duties which are prescribed by the Constitu-

tion of the Grand Lodge, the duties of the Secretary are: To observe the Worshipful Master's will and pleasure. To issue all notices of meetings. To attend upon trials and meetings for taking evidence. To furnish copies of all evidence taken on trials where an appeal to the Grand Lodge is demanded. To furnish dimits, etc., duly signed and sealed by order of the Lodge. To notify the Lodges in the district and the Grand Secretary promptly of all suspensions and rejections by the Lodge. To prepare a balance sheet of all accounts of the members, and a roll of all who are entitled to a vote; likewise, annually, an official statement of his own account with the Lodge. The Secretary shall promptly deliver to his successor in office all the books, papers, vouchers, etc., in his possession having any reference to the business of his office. All petitions and documents of every character handed to the Secretary on the business of the Lodge shall be filed for preservation, and kept in some safe and secure place and delivered up to the Lodge according to the evident intention of these by-laws. For the satisfactory discharge of his duties he shall be exempt from dues and shall receive such remuneration as the Lodge shall by vote determine.

27. The Treasurer and Secretary shall, if required by the Lodge, execute a good and sufficient bond to the Worshipful Master for the faithful performance of their duties.

28. The Registrar: The Registrar shall assist the Secretary in the discharge of his duties and keep a true and faithful record in the historical register of all the important events transpiring in the Lodge throughout the year.

29. The Deacons: The Deacons shall attend the Worshipful Master and his Wardens in opening the Lodge and in the ceremonies of conferring the several degrees upon candidates, and otherwise as the Worshipful Master and his Wardens may direct.

30. Director of Ceremonies: The Director of Ceremonies shall see that the Lodge is properly prepared and that all Brethren appear in the Lodge in the clothing prescribed in the Constitution, and to the best of his ability see that every brother is placed according to his station. He shall have the direction of processions on all public occasions.

31. The Organist: The Organist shall attend all meetings of the Lodge, and perform the duties naturally appertaining to his office subject to the orders of the Worshipful Master. For the satisfactory discharge of his duties he shall receive such remuneration as the Lodge shall by vote determine.

32. The Tyler: The Tyler shall attend all the meetings of the Lodge, and tyle the door subject to the order of the Worshipful Master. For the satisfactory performance of which service he shall be exempt from dues and shall receive the sum of..... dollars for each meeting at which he performs his duties.

33. All other officers shall perform such duties as may be directed by the Worshipful Master and the Wardens not conflicting with these by-laws, the laws and regulations of the Grand Lodge, and the usages and general regulations of Masonry.

ARTICLE III.**Committees and Auditors**

34. There shall be two standing committees of the Lodge, viz.: a Committee on Charity and a Committee on Finance.

Committee on Charity

35. The Committee on Charity shall consist of the Worshipful Master and the Wardens.

36. The duties of the Committee on Charity shall be to dispense the benevolence of the Lodge so as to relieve human distress in the most speedy and practicable manner.

37. The Committee on Charity shall have power to draw upon the Treasurer through its chairman the Worshipful Master, for a sum not exceeding.....dollars at a draft, to be bestowed upon a distressed worthy Master Mason, his wife, widow or orphan child, or upon any other distressed worthy applicant for aid.

38. The Committee on Charity may, at the discretion of the Lodge, be dispensed with in a city or town where there is a Masonic Board of Relief.

Committee on Finance

39. The Committee on Finance shall consist of three members, Master Masons, to be appointed by the Worshipful Master on the day of his installation, or not later than the next regular meeting.

40. The duties of the Committee on Finance shall be to examine the books, vouchers, etc., of the Treasurer and Secretary from time to time, and to make a detailed report in writing on the evening following the installation of officers. Likewise to examine and audit all bills, accounts and claims that may be presented to the Lodge for payment, and report upon the same in writing.

Auditors

41. The Worshipful Master shall, on the day of his installation, appoint two Brethren a committee, whose duty it shall be to audit the books and accounts of the Treasurer and report thereon at the first regular meeting in January.

Special Committee

42. Special Committees shall be appointed upon all applications for initiation and membership, and upon other items of business at the discretion of the Lodge.

43. Special Committees, except such as are provided for in the Constitution of the Grand Lodge, shall consist of as many members as the Lodge may in its discretion decide.

44. Special Committees upon application for initiation or membership shall report at the regular meeting one month subsequent to their appointment, unless, for satisfactory reasons given, the Lodge should extend the time for making such report. All other special committees shall report at the next regular meeting subsequent to their appointment.

45. All reports of committees shall be in writing unless otherwise ordered by the Lodge.

46. All Committees, whether standing or special (except the Committee on Charity), may be appointed by the Worshipful Master, and all Committees shall be composed of Master Masons.

ARTICLE IV.

Membership—Fees and Dues

47. Petitions for Initiation: A petition for initiation shall be made in accordance with the forms prescribed by Grand Lodge and must be accompanied by one half of the fee for the three degrees.

48. Should the petitioner be rejected, the deposit fee shall be returned to him; and should he be accepted and fail to come forward for initiation within six months, his fee shall be declared forfeited and another petition and ballot shall be required.

49. Petitions for Affiliation: Petitions for affiliation with the Lodge shall be made in accordance with the form prescribed by Grand Lodge, and must be accompanied by a deposit equivalent to one year's dues and be considered as such, which deposit in case of rejection shall be returned to the petitioner.

50. Each petition when so presented shall be referred to a committee of the Lodge, as required by the Constitution of the Grand Lodge, who shall diligently enquire into the character and qualifications of the petitioner,

and make such a written report thereon as they may deem proper at the next regular meeting thereafter, if expedient.

51. Life Membership. Any member who has paid all dues that may have accrued against him during his membership may become a life member on payment of a fee as follows: --

Over twenty years' continuous membership
\$.

Over fifteen years' continuous membership
and under twenty \$.

Over ten years' continuous membership and
under fifteen \$.

Over five years' continuous membership and
under ten \$.

52. A life member shall be exempt from annual dues, and shall be entitled to a certificate of life membership as provided in the Constitution.

53. All petitions for life membership shall be made in writing at a regular meeting, accompanied by a proper fee.

54. Honorary Membership. No brother shall become an honorary member of the Lodge until he has been regularly proposed and seconded at one regular meeting and his name been inserted in the notices for the next regular meeting, at which he must be elected by a three-fourths vote.

55. Balloting. No person shall be initiated in or become a member of this Lodge if, on the ballot being taken.....black balls shall be found against him.

56. Fees. The fees for the three degrees shall be \$....., which amount shall include fees for Grand Lodge registration, a Grand Lodge certificate, a copy of the Constitution, and a copy of the by-laws of the Lodge.

57. For a Brother who has been initiated or initiated and passed, in some other regular Lodge, and who desires to be passed and raised or raised in this Lodge for each degree so conferred, \$..... payable in advance. This is not, however, intended to prevent the Lodge from conferring degrees on a Brother free of charge at the request of the Lodge in which he was initiated.

58. For a Lodge emergency called at the request and for the accommodation of a candidate for any one of the degrees in addition to all other fees \$.....

59. Dues. The annual dues of each member (except the Secretary and Tyler, who shall be exempt) shall be \$..... which shall accrue from date of initiation or election as a member by affiliation, and shall be payable half yearly on or before the 24th of June and 27th of December.

ARTICLE V.

Suspension for Non-Payment of Dues

60. In case the dues of a member remain unpaid for twelve months after the expiration of the Masonic half year in which the same became due, it shall be the duty of the Secretary of the Lodge to read out the name

of such member in default, after which a special summons to appear at the next regular meeting of the Lodge, and show cause why he should not be suspended, together with a statement of the amount of dues remaining unpaid, shall be sent to such member; such summons shall be deemed duly served if mailed to him registered, or delivered to the last known address of such member. Should the Brother in default fail to appear at the appointed time, or appearing fail to pay his dues or fail to give the Lodge a satisfactory reason for his delinquency, and procure, to be granted by a vote of the Lodge, a further specified time for such payment, then the Worshipful Master shall formally declare him suspended from the privileges of Masonry; but payment of dues at the appointed time, or such other specified time, shall discontinue further proceedings.

61. If within one year from the date of suspension the delinquent Brother shall pay the amount due at the date of suspension, the Master shall without a vote of the Lodge declare him reinstated, which fact shall be entered upon the records and entitle him to full membership in the Lodge.

62. If such payment is not made within one year from the date of suspension he can only be reinstated by a majority vote of the Lodge upon a petition thereof. The petition must be presented at a regular meeting of the Lodge and must not be acted upon before the next regular meeting thereafter, notice of such petition having been inserted in the notice calling

such meeting. On petition there need be no recommendation nor committee of investigation appointed.

63. If such dues are paid with a view to restoration, and restoration is refused by a vote of the Lodge, the money so paid shall be refunded.

64. All petitions for restoration must be accompanied by amount of dues in arrears at date of suspension, or such other sum as the Lodge by resolution decide to accept.

65. A Mason under suspension is not entitled to receive Masonic charity or Masonic burial.

66. No Lodge dues shall accrue against a Mason during his term of suspension.

67. The amount of each member's dues to the end of the current half year shall be inserted in the notices of regular meetings at least once in every two months.

ARTICLE VI.

Property

68. All property of any kind belonging to the Lodge, when not incorporated, shall be vested in the Master and Wardens for the time being, who shall personally inspect the same before their installation and at frequent intervals during their term of office.

69. The Worshipful Master shall see that a correct inventory of the property of the

Lodge is kept in a book provided for that purpose, and that the Lodge is fully protected by insurance against fire.

ARTICLE VII.

Withdrawals

70. Any member in good standing and whose dues are paid may withdraw from the Lodge at any time by making written application at a regular meeting and he shall receive a dimit as provided in the Constitution.

ARTICLE VIII.

Alteration of Bylaws

71. Any action of the Grand Lodge or edict of the Grand Master which may conflict with any part of these By-laws shall have the effect of an amendment without any action on the part of the Lodge.

72. These By-laws or any part thereof may be amended or repealed or others substituted in their stead, by a notice of motion given at a regular meeting, which shall be entered on the minutes and inserted in the notices for the next regular meeting, when the proposed alteration shall come before the Lodge for discussion. The assent of two-thirds of the members present shall be necessary for the adoption of such amendment, repeal or alteration, which must then be submitted to the Grand Master for his approval before it becomes law.

ARTICLE IX.**Signing By-laws**

73. These By-laws when fairly written in a book shall be signed by the Worshipful Master and Secretary, and shall have the seal of the Lodge affixed. Each Brother is required to sign them at the time of his initiation as a declaration of submission thereto, and one copy shall be delivered to each member free of charge.

ARTICLE X.**Rules of Order**

74. No motion shall be open for discussion until stated to the Lodge by the Worshipful Master. All motions shall be decided by a majority of votes unless otherwise provided. The votes of the members are given by each holding out his right hand, and shall be counted by the Worshipful Master and Deacons, unless the numbers should be so unequal as to render counting unnecessary.

75. Every Brother, when speaking, shall address himself to the Worshipful Master, and no Brother shall speak more than twice on the same question, unless in explanation, or the mover in reply. No visitor shall speak to any question without leave of the Worshipful Master, nor shall he on any occasion be allowed to vote; during his continuance in the Lodge he shall be subject to its by-laws.

76. On a point of order being raised while a Brother is speaking, or when called to order by the Worshipful Master, he shall at once

take his seat, when the point of order shall be stated by the Brother objecting; the Worshipful Master shall decide thereon without debate, after which the Brother may proceed. No amendment to a motion shall be in order after an amendment to an amendment.

77. All notices of motion shall be in writing and the Secretary may require any motion to be made in writing.

78. No member or visiting Brother shall disclose or make known by any means whatsoever out of this Lodge, any of the proceedings or any of the decisions or business of any kind transacted within the Lodge, to anyone not a Mason, or no member or visitor shall presume in open Lodge, either at labor or refreshment, to make use of any profane, irreverent or improper expressions or sentiments, or to introduce any conversation or remarks tending to cause a difference of opinion on national, political or religious subjects, under the penalty, if a member, of severe censure and reprimand, and if a visiting Brother, of not again being permitted to visit this Lodge until after a unanimous vote of the Lodge for that purpose. On the initiation of each candidate, and on the joining of each brother, the Worshipful Master shall cause this article to be read, so that no Brother ever after shall plead ignorance.

We certify that the following by-laws were adopted at a regular meeting held in the Masonic Hall at the of Province (or District of) the.....day of..... A. L. 59....., A.D. 19....., after the provisions of section 73 had been complied with.

W. M.

.....
Secretary.

Approved:

Grand Master.

Attested:

Grand Secretary.

Albertan Job Press

Calgary - Alta.

